

Professional and Managerial Branch  
Public Works Group  
Solid Waste Management Series

**SOLID WASTE MANAGEMENT ASSISTANT DIRECTOR**

07/02 (REB)

*Summary*

Under direction, plan, organize and direct the operation and activities of solid waste management in the collection, recycling and disposal of solid waste.

*Typical Duties*

Oversee the daily operations of the collection services, transfer station and landfills. Involves: Overseeing solid waste personnel in collection, recycling, delivery and disposal; ensuring that all solid waste is properly disposed at landfill in accordance with regulatory requirements; providing appropriate regulatory certification of transfer and landfills are maintained; reviewing all manifests and documentation pertaining to contaminated soil, spoiled foods, demolition forms, prior to entry into a disposal facility to ensure no contaminants or heavy metals are disposed of in unsecured areas; overseeing any toxic waste has been placed into approved sealed and properly labeled containers for transfer to appropriate disposal areas; collaborating with recycling coordinator, collections and disposal superintendents and divisional supervisors to evaluate and forecast future recycling and disposal needs; analyzing and correcting equipment and facility maintenance procedures and methods; explaining department functions and rules to resolve operating problems and rectify complaints for citizens, consultants, contractors, utilities and regulatory agencies; preparing correspondence regarding department operations, policies and procedures; developing and reviewing bid specifications for equipment.

Meet with regulatory agencies related to existing and proposed compliance regulations and guidelines. Involves: Meeting with state, county and city entities, vendors, the public and other departments to solve problems such as integration of processes and services and to determine future disposal needs, waste disposal improvements, emergency planning, illegal dumping, and other issues to create solutions to current and future waste disposal methods, practices and procedures; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate the flow of communication; developing and promoting a comprehensive educational campaign focusing on related environmental issues and promote market development for recyclable materials; preparing and submitting operational, activity, personnel, equipment and other reports as assigned; preparing correspondence regarding department operations, policies and procedures

Coordinate and administrate daily operations. Involves: Gathering, compiling, researching and analyzing data needed to develop periodic regulatory reports to federal and state agencies; participating in development of public works short- and long-range plans by determining department objectives, priorities and resources needed for collaborative attainment of goals; recommending operational adjustments to preserve and enhance efficiency and effectiveness of residential and commercial solid waste collection; utilizing information from analysis to determine amounts and types of solid waste collected, recycled and sold and amounts coming into landfills and amounts and space available at landfills; researching data from other entities on problems related to disposal of waste and recycling methods that are working or not working and reasons for and against different methods of disposal including cost analysis, manpower and equipment resources needed for the various methods; reviewing accident and injury reports to determine safety issues and corrective actions; substituting for Deputy Director during absence.

Supervise assigned staff. Involves: Scheduling, assigning, and reviewing operational and procedural activities; prioritizing, adjusting and coordinating departmental activities to meet unforeseen scheduling changes or emergencies; instructing, guiding and checking work; appraising employee performance and reviewing evaluations by subordinates; managing and providing training and development; reviewing, developing and enforcing occupational health and safety rules and regulations and work standards; counseling, motivating and maintaining harmony; interviewing applicants; recommending hiring, termination, transfers, discipline, merit pay or other employee status changes.

*Minimum Qualifications*

Training and Experience: Bachelor's degree in business or public administration or related field, and six (6) years in solid waste management operations or administration, including four (4) years supervisory or managerial experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills:

Considerable knowledge of: administration, management, and regulatory requirements of collection, disposal and recycling of solid waste. Good knowledge of: procurement and maintenance of solid waste collection equipment; public relations, market development, and customer service methods, practices and procedures; budgetary development and monitoring and administration practices and procedures; supervisory practices and procedures. Some knowledge of: environmental and occupational safety and health rules, materials sampling, testing requirements, regulations and practices related to the management of solid waste disposal; computer hardware, software and peripherals to maintain records, reports and database information.

Ability to: Interpret of federal, state, and City laws, rules, regulations, related to solid waste administration, state and local labor and occupational safety and health rules and regulations; establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public; provide clear, concise oral and written communication to prepare and present contracts, research projects, marketing techniques and reports to management, regulatory agencies, contractors, consultants and the general public.

Skill in safe operation and care of: city vehicle.

Physical Effort and Work Environment: Occasional exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to the processing and management of solid waste disposal, recycling and transportation. Occasional exposure to uneven terrain, extreme weather conditions, rodents and reptiles common to open landfill areas. Occasional operation of equipment and vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

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Human Resources Director

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Department Head